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2 **MINUTES OF THE MILFORD BOARD OF SELECTMEN MEETING**

3 11 October 2004
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5 **PRESENT:** Cynthia A. Herman, Chairman
6 Gary L. Daniels, Vice Chairman
7 Noreen A. O'Connell, Member
8 Leonard D. Mannino, Member
9 Lawrence D. Pickett, Member
10 Katherine E.L. Chambers, Town Administrator
11 Darlene J. Bouffard, Recording Secretary
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14 **1.CALL TO ORDER:** Chairman Herman called the meeting to order at 5:27 p.m.
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16 **2.MINUTES:** The minutes of the September 13, 2004 meeting were presented to Chairman Herman for review.
17 Vice Chairman Daniels moved to approve the minutes of September 13, 2004 as presented. Selectman O'Connell
18 seconded. All were in favor.
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20 The minutes of the October 14, 2004 meeting were presented to Chairman Herman for review. Vice Chairman Da-
21 niels moved to approve as presented. Selectman O'Connell seconded. All were in favor.
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23 **3. REPORTS OF BOARDS & SPECIAL COMMITTEES:**
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25 **-Ambulance Billing Write-Off Committee.** There is nothing new to report.
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27 **-Ambulance Study Committee.** There is nothing new to report.
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29 **-Board of Selectman Goals.** There is nothing new to report.
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31 **-Conservation Commission.** There is nothing new to report.
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33 **-DO-IT Committee.** There is nothing new to report.
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35 **-Facilities Committee.** There is nothing new to report.
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37 **-Fletcher Cap Committee.** There is nothing new to report.
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39 **-Heritage Commission.** There is nothing new to report.
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41 **-Impact Fee Committee.** There is nothing new to report.
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43 **-Joint Loss Management Committee.** There is nothing new to report.
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45 **-Library Trustees.** There is nothing new to report.
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47 **-MACC Base.** There is nothing new to report.
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49 **-Manifest.** There is nothing new to report.
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51 **-MIDC.** There is a meeting October 6.
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53 **-NH School Health Care.** There is nothing new to report
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55 **-NRPC.** There is nothing new to report.
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57 **-PEG Access Committee.** There is nothing new to report.

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

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2 **-Personnel Committee.** There is nothing new to report.

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4 **-Planning Board.** There is nothing new to report.

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6 **-Police Station Building Committee.** There is nothing new to report.

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8 **-Recreation Commission.** There is nothing new to report.

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10 **-Recycling/Solid Waste Committee.** There is nothing new to report.

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12 **-Regional Water District.** There is nothing new to report.

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14 **-School Board.** There is nothing new to report.

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16 **-Volunteer Committee.** There is nothing new to report.

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18 **-Water/Sewer District Committee.** There is nothing new to report

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20 **-Zoning Board.** There is nothing new to report.

21 22 23 **4. APPOINTMENTS:**

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25 **5:30 p.m. - Non-Public Session (RSA 91-A:3) - Land Purchase.** Vice Chairman Daniels motioned to enter into
26 non-public session for the purpose of discussing a land purchase at 5:27 p.m. Selectman O'Connell seconded. All
27 members were polled individually and assented to go into non-public session. After discussion, Vice Chairman Da-
28 niels motioned to come out of non-public session at 5:47 p.m. Selectman O'Connell seconded. All members were in
29 favor. No announcements were made.

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31 **6:00 p.m. - Non-Public Session (RSA 91-A:3II(d)).** This was cancelled until a later date.

32
33 **6:20 p.m. - Police Facility Building Committee Presentation.** Joseph Stella, Chairman of the Police Facility
34 Building Committee, explained a problem with an emergency access road coming too close to the abutter's property.
35 The discussion now is to use the existing walkway going to Union Street for the emergency access and there is room
36 to also have a walkway. If that will be done, Town Administrator Chambers said she needs to notify the abutters
37 who have maintained the grassy area on the other sides of the chain link fence (which is Town property).
38 Gary Goudreau, Architect, was introduced and explained some of the details of the facility plan. Selectman Pickett
39 asked why there is not enough parking to accommodate the number of people that can fit in the Community Room
40 located in the Police Station. Mr. Goudreau explained that as many parking spaces that will fit in the lot for public
41 utilization will be built. Selectman Pickett asked why the antenna can be seen from Elm Street and asked why it can't
42 be located in an area where it cannot be seen. Joseph Stella responded that the other area in question is for future
43 expansion. This building is designed to be expanded in the future. Mr. Goudreau indicated the public will only be
44 able to access the rest rooms and the interview room unless they go through security. The footprint is 8,750 square
45 feet, the basement is 78 x 50 feet and the second floor dimensions are 38 x 37 feet. The granite from the Garden
46 Street school building will be used as discussed previously.

47
48 Joseph Stella indicated that MacMillan will look at the plan for about one week to come up with a dollar figure, then
49 the plan will be looked at again to get the dollar figure back within the budget. The Committee wants the building to
50 be of good quality - space will be cut before quality is cut. If needed, the size of the building will be adjusted. The
51 plan is to get information from Chief Douglas regarding what is needed for security and communications in every
52 room. Those items need to be worked into the walls of the building and are quite costly. Selectman Mannino asked
53 if any rooms will be lost due to cost. Joseph Stella said the size of the rooms may need to be re-assessed but no
54 rooms will be lost - it needs to be worked within the budget. Rand will identify the products to be used for electron-
55 ics and communications, which are very expensive components of this project. Selectman Mannino asked if any-
56 thing that is critical may need to be cut? Mr. Stella responded that it is a numbers game - none are absolute. The
57 people being hired are helping the Town to work into the amount of money approved. The Police Station plan that

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

was used to "sell" to the community did not include everything that was needed, it was an incomplete plan. Selectman Mannino finds it a little frustrating that things are already being considered to be cut. Gary Goudreau noted that the value engineering items that might need to be removed are being identified so if that happens, the committee is ready to change. Joseph Stella added that one consideration is to shrink the program space. The space for growth is being put in the areas that tend to grow as time goes by. Mr. Stella does not need anything from the Board tonight, but wanted agreement from the Board with what was presented. All Board members were in agreement of the presented materials. Chairman Herman asked if Rand can look at the IT needs for the Town including employees to run it. The Town has enormous technology needs that need to be implemented in the right way. Gary Goudreau answered that Rand's scope is to provide technology needs for the Police Station and to interface with Leen for the Town's needs. As far as developing future needs for the Town (for IT), that could be requested of Rand. They would be a very good choice to do that.

6:40 p.m. - NHMA Membership Discussion. Maura Carroll and John Andrews were in attendance to provide information to the Board regarding NHMA membership. Chairman Herman asked how NHMA works as far as member communities and non-member communities. John Andrews explained that NHMA was formed in 1941 by cities and towns to provide information, training, legislative advocacy and legal advisory services to local officials. Milford has used the legal advisory service 6 or 7 times since January; that service does not go to non-members. A variety of publications are distributed including a weekly legislative newsletter and a welfare handbook, none of which go to non-member communities. There are training programs, workshops, conferences and group insurance programs. Currently, Milford is only involved in the NHMA dental program. John Andrews said the town currently uses the Schoolcare medical insurance program and for 2004, if Milford had used NHMA, it would have saved the town over \$50,000. The preliminary figures show that the savings for 2006 are projected to be about \$45,000. The canine on the Police Roster would also be covered for accidental death. Milford is one of the communities that regularly gets municipal bonds that save money. Impact fees for the Police Station are projected to be about \$640,000 - it took about four sessions to get impact fees passed in legislation. About 60 other communities in the State are using impact fees to offset costs. Changing to a fiscal year from the calendar year has been in discussion and he would encourage doing it. Going to a fiscal year with semi-annual tax collection would save the community money. John introduced Maura Carroll to explain what is currently happening. Maura Carroll explained the whole issue of fiscal year and quarterly tax billing was drafted to help communities fund for the fiscal year in order to not borrow the money. Chairman Herman asked how NHMA determines if it is a split vote? Maura Carroll said every community has one vote in moving forward on policy. There are 30-35 officials that go through the voting process. If there are people who voted against something, those communities can come forward to voice their opinion and can change the policy. If there is education policy and there is no consensus, no position is taken on how the funding will go. It is based on guidance from the members. There are times when communities disagree on what members have voted to move forward. Selectman Mannino asked if quarterly taxes improve the community bond rate. Maura Carroll said it can eliminate the need to borrow. It allows an easier process for taxpayers without escrow and it can, but does not automatically, improve the Town's bond rating. Vice Chairman Daniels asked if the publications made available to members are also available to non-members. Ms. Carroll said they are, but at an additional cost, however not all the conferences are available to non-members. The Board thanked Mr. Andrews and Ms. Carroll for taking the time to explain the NHMA process.

7:00 p.m. - Discussion of Open DPW Positions. Town Administrator Chambers explained there has been a recent vacancy at the WWTF for a Certified Operator, which brings the need to two Certified Operators. Some tasks have been put on hold so that other people can cover for these vacant positions. Currently the Town has no Certified Operators, but people are trained to assist. Some tasks that have been put on hold include:

- composting - if this is delayed too long, the odor can become a problem
- manholes - this is usually done before winter
- grounds - routine building and grounds keeping work is not getting done
- tanks - these are cleaned on a consistent basis, but currently are being done a minimum amount
- ultraviolet system repairs - this is on hold
- pump station painting - this is on hold.

The Town was already down one Certified Operator and now has lost another person. There was one Equipment Operator and two Certified Operators. Selectman Pickett asked why the compost is not getting done. Town Administrator Chambers said there are not enough employees to get it done. Selectman Mannino asked how many days has the WWTF been without this operator? Larry Anderson said it has been two weeks that the WWTF has been short and in order to get through the maintenance work, other people are filling in, but they are not getting their regular

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

work done. These items are not getting done because of the lack of personnel. Vice Chairman Daniels asked if the Certified Operators are paid more than the Equipment Operators, to which Larry Anderson responded they typically are paid more. Chairman Herman asked if there is a timeline to fill the position of Certified Operator. Larry Anderson would like to post the position right away. Chairman Herman asked if overtime is being paid to fill the void. Larry Anderson said at this time no, but other jobs are not getting done - this needs to be taken care of before winter. Chairman Herman asked what it takes to get someone certified. Larry Anderson explained he tries to hire people who are already certified, the State certification takes about two years to complete. Selectman Mannino asked if, during those two years, those people can work under supervision. Larry Anderson said they can perform the duties under indirect supervision, not continuous supervision. Once the person is trained in the facility, they can do pretty much everything.

Vice Chairman Daniels moved to authorize the posting and hiring for the position of Certified Operator. Selectman Mannino seconded. All were in favor. Chairman Herman asked if there are any other open positions at DPW. Town Administrator Chambers said the only two openings left on the reorganization are the two superintendents. Vice Chairman Daniels would like to see an Assistant Director hired instead of two superintendents. Selectman O'Connell disagreed completely, stating in the discussions with Bill Ruoff over the past year, the Board wanted to have less at the top and hire people who actually do the work. The Board previously decided to hire the superintendents. Selectman O'Connell feels the Superintendents of Solid Waste and of Highways should both be put into place. Selectman Mannino indicated this reorganization was to alleviate some workload from the Director and this has been discussed with him for a number of months. Selectman Mannino supports the flow chart but is unsure of whether the two positions need to be filled now. Selectman Pickett stated he has been against this the whole time and feels hiring an Assistant Director would better accomplish what is sought. Selectman Pickett feels the extra work will be given to the Assistant, which was Bill Ruoff's first choice. Selectman Mannino reminded Selectman Pickett that Bill Ruoff spoke of the two superintendent's positions earlier today. Selectman O'Connell suggested that even if there is an Assistant Director, Bill Ruoff has said that certain things would still need to go to a third party. Chairman Herman supports hiring one superintendent now to see how that washes out and go forward to determine the timing on the other superintendent for the future. The engineering part is one area that the Town can save money on. One of the problems in the reorganization is that an Assistant Director was put in the WWTF and at the same time a lot of new requirements were handed down from the State, so there was no immediate relief for Bill Ruoff in that area. By hiring just one of the superintendents, the Board can see how well it works and go from there. Which one gets hired first is up to Bill Ruoff. If the Board does that, said Selectman Pickett, does the foreman still report directly to the Director - and if so, how does that relieve his work? Chairman Herman said it does relieve the Director's work by getting one superintendent in place, which should free up some time for Bill Ruoff. If it does not offload any work from Bill, the Town can switch to the Assistant Director position. Selectman O'Connell indicated if that is the only way this will move forward, she will support it. Selectman Mannino agreed. Selectman O'Connell moved to initiate the hiring of one of the superintendent positions and that Bill Ruoff will decide which it will be. Selectman Mannino seconded. Chairman Herman, Selectman Mannino and Selectman O'Connell were in favor of the motion. Selectman Pickett and Vice Chairman Daniels were opposed. Motion passed 3-2. Bill Ruoff will choose the position that will be hired first.

Town Administrator Chambers asked the Board if there is a hiring freeze. Chairman Herman responded that the conversation was that the Board wants to know when positions become vacant and hear what the filling of the position will entail with timing, cost, etc. Town Administrator Chambers was not clear on why it is necessary to advise the Board when there is a vacancy on existing positions. Chairman Herman explained that during budget discussions, the Board wants to be aware of positions that need to be filled so the Board is apprised of vacancies. The concern of Town Administrator Chambers is the delay of two weeks (between meetings) for posting a position. That can lead to significant loss in a department if waiting on a decision from the Board. Chairman Herman asked if it could just be handled by a phone call, to let the Board know of a vacancy. Town Administrator Chambers said that could be done.

7:30 p.m. - Request for Acceptance of a Conservation Easement - Hampshire Hills. Diane Fitzpatrick brought the easement to the Board at the last meeting for approval and has now reviewed the Board's concerns. The owner of the condo unit portion of the property has agreed to post the area of the easement. There are currently two owners and a third owner will be purchasing some land from the original two owners and the easement is part of all of this property. The property cannot be sold or change hands until this easement is in place. Selectman O'Connell did indicate the easement is in the plan that has come before the Planning Board, and she understands that they cannot use the easement property as part of the calculation for density. She asked if the open space plan impinges on the

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

1 easement property. Diane Fitzpatrick said it does not, the easement property cannot be used for setbacks or any legal
2 requirements for the Town. The State told Diane Fitzpatrick that the language in the model easement should be in
3 the final easement, but Rick Holder of Hampshire Hills indicated his attorney, who drafted the easement, had used
4 boilerplate and that language was never agreed to with the State. The land in question for the easement is land that
5 was given up to make mitigation for part of the ball field on his land. Part of that should not have been offered be-
6 cause the field has now gone away. Diane Fitzpatrick further explained that the ball field in question is now becom-
7 ing part of the condo land.

8
9 Morgan Hollis, Attorney representing Stabile, said this came to his attention last week. This is a case of the left hand
10 not talking to the right hand. The easement has not been discussed with DES, the easement is to be given to the
11 Town. Chairman Herman asked who delineated where the Conservation Commission easement would be. Diane
12 Fitzpatrick responded that Hampshire Hills, Daniel Realty and DES delineated the easement. Chairman Herman
13 does not know how this Board can take a position either way because none of the members were in on the discus-
14 sions when that property was delineated as conservation land. Chairman Herman asked why the Town would want to
15 deal with more than one entity - if there is a problem with encroachment on the easement who would be called.
16 Morgan Hollis said the Town will need to do that now because there are two owners. Chairman Herman indicated
17 the Board needs to give this back to legal counsel to get further input on what was originally recommended. The
18 Board does not want to make any decisions until further information is received from counsel. Vice Chairman
19 Daniels asked if the conservation easement could be included for density. Morgan Hollis responded it was not sup-
20 posed to be, but in the language it is currently used for the density. Diane Fitzpatrick asked for further information
21 from Rick Holder that he received from the State, and Mr. Holder responded that he will bring the file to Cynthia
22 Dokmo that will substantiate his position. Chairman Herman will not sign anything until all Board members concur
23 on this issue.

24
25 **7:50 p.m. - Souhegan River Trail Easement Discussion.** Diane Fitzpatrick has some questions for the property
26 owner regarding the easement for the Souhegan River Trail, because the property owner has changed her mind. Vice
27 Chairman Daniels asked what prompted the change of position. Diane is unsure but responded what was agreed to
28 was the trail would be kept away from the house. The existing trail to go through her lot is near the house, but the
29 Town agreed to put the trail near the bottom of the hill. Diane Fitzpatrick requested Board permission to pay the
30 landowner \$25,000 out of the land fund for the easement on her property and to use an additional \$5,000 for con-
31 struction and trail improvement. Selectman O'Connell moved to grant authorization to Diane Fitzpatrick to go for-
32 ward and spend up to \$30,000 for this easement and construction. Selectman Mannino seconded. All were in favor.

33 34 35 **5. UNFINISHED BUSINESS:**

36
37 **-Non-Public Session (RSA 91-A:3) - Union Negotiations.** Vice Chairman Daniels motioned to enter into non-
38 public session for the purpose of discussing union negotiations at 9:10 p.m. Selectman O'Connell seconded. All
39 members were polled individually and assented to go into non-public session. After discussion, Vice Chairman Da-
40 niels motioned to come out of non-public session at 9:18 p.m. Selectman O'Connell seconded. All members were in
41 favor. No announcements were made.

42
43 **-Non-Public Session (RSA 91-A:3) - Legal.** Vice Chairman Daniels motioned to enter into non-public session for
44 the purpose of discussing legal issues at 9:18 p.m. Selectman O'Connell seconded. All members were polled
45 individually and assented to go into non-public session. After discussion, Vice Chairman Daniels motioned to come
46 out of non-public session at 9:28 p.m. Selectman O'Connell seconded. All members were in favor. No announce-
47 ments were made.

48
49 **-Discussion of Response to PEG Proposal and Request for Funding.** Based on the presentation brought before
50 the Board of Selectmen by the PEG Committee, Chairman Herman asked for feedback from members. Chairman
51 Herman stated she is unwilling to remove 3% of franchise revenues for PEG when she feels it needs fine-tuning and
52 incentive to be productive and cost effective. Vice Chairman Daniels talked to Tim Finan who is concerned about
53 the (franchise) fees being paid by customers going into the General Fund and he says that is an extra tax being paid
54 by cable users. Vice Chairman Daniels has asked Tim Finan how he felt about having the fees being paid going di-
55 rectly toward communication projects so that the funding did not come out of the property taxes and Tim thought
56 that might work. Vice Chairman Daniels then proposed to the Board to take only 1% of the franchise fees (approx-
57 imately \$27,000) out of the General Fund and dedicate those funds for PEG to get the Government and Education

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

portions of PEG on line for next year. The Public portion of PEG will come on line no earlier than January 2006 anyway. By doing that, the franchise fees will go toward the PEG cable. By using only 1%, the franchise fees will not need to be increased, the money would just be moved out of the General Fund for PEG. Selectman O'Connell also spoke with Tim Finan and she thinks this is the only way to get this going. Selectman O'Connell feels using the 1% might work, but the other \$27,000 will need to come from somewhere. Selectman Pickett does not want to raise the franchise fee to pay for this; he does support using the 1% of the fee.

Town Administrator Chambers indicated the franchise fee was never earmarked to support PEG, it was to support the franchise in the community. Vice Chairman Daniels said there are no studies that show the effectiveness of PEG, but some of the hardest challenges have been met. By having PEG it would allow the voters to see what the Board goes through at each meeting. If there are a number of viewers, said Town Administrator Chambers, it is a good program, but the Town does not know how many people will be reached. Chairman Herman indicated this is a \$27,000 experiment to get results in order to get PEG implemented. It could be a wonderful tool for the public and it could also fail. When the Public portion is started and fees can be charged, Vice Chairman Daniels said this could become self-funded. Chairman Herman asked how the administration of PEG will be handled - will it be Town or School? Vice Chairman Daniels indicated the school will take care of the Education part and the Town would be responsible for the Government part. Chairman Herman asked if the Board should hold on this until it is known who will manage it. Selectman O'Connell asked if the Town is just going to give 1% of the franchise fees to PEG or will that 1% be made available to them to get this going when they are ready. Chairman Herman said a check is not just written to them, a line item needs to be created for the funds. Town Administrator Chambers noted that there needs to be a supervisory structure developed and operating procedures need to be written. Also, before any money is moved, all of the policies need to be in place. What the Board needs to do now is to vote on whether or not the Board supports moving the 1% from the General Fund into an account for PEG to start, said Chairman Herman. Town Administrator Chambers asked if the person doing the work (an employee) reports to anyone. Chairman Herman responded that needs to be worked out.

Vice Chairman Daniels moved to support the allocation of up to \$27,000 to the PEG Access program in the 2005 budget. Selectman Mannino seconded. All were in favor. Town Administrator Chambers will notify Tim Finan of the Board's decision and let him know the committee needs to come to the Board with full operating guidelines.

-Consideration of Joint Loss Management Committee's Recommendations. Awaiting Bill Ruoff and Bill Parker response.

-Town Hall Space Reorganization. Town Administrator Chambers is working on this.

-Consideration of Departmental Semi-Monthly Reporting. Town Administrator Chambers explained that Ruth Bolduc misunderstood what to do with this and a memo was sent out from the Board of Selectmen. Chairman Herman responded that a memo went out from the Board of Selectmen and not one Selectman saw it. Town Administrator Chambers agreed and said employees who received the memo felt it should have come from Town Administrator Chambers, but she had also not seen the memo. Chairman Herman would like to make certain that nothing else goes out without the Board members seeing it. She wants it very clear that the only one that types for the Board of Selectmen is Dawn Griska and she does not do it without prior approval. Selectman Pickett also remembered a memo regarding volunteers that was sent out that was less than welcoming and it was from the Board and then another related letter sent out that had a totally different tone. Selectman Pickett feels memos and letters should be reviewed by Town Administrator Chambers prior to distribution. Regarding the content of this memo, which is semi-monthly reporting, Selectman O'Connell feels it is wonderful but does not feel the reports need to come to the Board of Selectmen and that Town Administrator Chambers should handle them. Chairman Herman hopes these reports can be done quickly and will validate communication. This will give Town Administrator Chambers a tool to notify the Board of what is going on and will provide better communication.

Selectman Pickett indicated this semi-monthly reporting stemmed from different departments not being aware of what the next department is doing. He hopes that all the department heads can get this information. Vice Chairman Daniels asked if that is the purpose of department head meetings. If each member of the Board and all department heads get these reports, that is a lot of people. Town Administrator Chambers explained this has been done before but was not kept up because it was monthly and it drained resources preparing and reading them. Town Administrator Chambers feels there is value in the reporting but she is unsure if people have time for them. Town Administrator Chambers feels if these reports are used they should not be every two weeks and it needs to be clear what should be

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

1 included. Selectman Pickett does similar reports every week where he works and they only take about five minutes.
2 An example of what would be included on these reports is the fact that the new fire truck has been out of service
3 more than any other truck the Town has. Town Administrator Chambers just feels that important information should
4 be included, not every blank needs to be filled in. Selectman Mannino is not looking for a paragraph for each ques-
5 tion, it should not take long to address the questions on the form. Chairman Herman said this was initiated because
6 of different criteria and she hopes that what the Board receives from these is not the same as what Town Administra-
7 tor Chambers has already found out. Town Administrator Chambers asked Selectman Pickett where the forms end
8 up that he submits where he works. Selectman Pickett said everyone in his area fills one out and his boss sums them
9 up and passes that on to his boss, then it goes to the Vice President or President of the division. Town Administrator
10 Chambers asked how many reports does the President end up getting? Selectman Pickett said he has no idea. Town
11 Administrator Chambers feels some things will need to be set aside to get these forms done. Vice Chairman Daniels
12 feels these reports all should go to Town Administrator Chambers to get the information to the Board of Selectmen.
13 He would like it to go to her and she can handle the small things that the Board of Selectmen does not need to know
14 about.

15
16 Selectman Mannino feels these reports are a communication tool and the members used to get a report from Town
17 Administrator Chambers but that does not happen anymore. Town Administrator Chambers explained these reports
18 just became a lower priority. Selectman O'Connell thinks just the highlights need to be presented to the Board.
19 Chairman Herman would like to see the information e-mailed and documented. It will also create a document trail
20 for issues addressed or recurring problems. Town Administrator Chambers indicated this will be a lot of reading and
21 if something is e-mailed to her, she wants to be able to have the time to read it. She suggested the reports be done
22 monthly. Chairman Herman feels a lot of issues get lost in a month. Selectman Mannino said the response from
23 department heads for these reports was not good. They do not understand why this is being done. The Board of
24 Selectmen need to be aware of that. This is a tool for the Board of Selectmen to have a handle of what is going on in
25 the community. Town Administrator Chambers said the department heads feel that the Board of Selectmen are get-
26 ting into their business. Selectman Mannino responded that the details are public because taxpayers are paying for
27 them. They should want the Board of Selectmen to know what is going on.

28
29 Selectman Pickett moved to implement this reporting system with department heads, utilizing e-mail submitted the
30 Wednesday before each Board of Selectmen meeting and that the reports be addressed to Town Administrator
31 Chambers who will forward the reports to the Board of Selectmen members. Selectman Mannino seconded. All
32 were in favor.

33
34 **-Discussion and Consideration of Various Forms of Alternative Demonstrations of Appreciation.** Selectman
35 Pickett indicated at the last meeting there was an action regarding having local businesses donating gift certificates
36 and asked if that had been settled. Town Administrator Chambers explained that the Town cannot give gifts to vol-
37 unteers. It is acceptable to give gifts to employees, as long as the gift has about the value of a turkey (\$25 or under).

38
39 **-Recommendations for Traffic Safety Concerns - Dearborn, Ruonala, Middle & West Streets and Nashua**
40 **Street Traffic Study Consideration.** Awaiting October 13, 2004, Traffic Safety Committee Meeting
41 Recommendation.

42
43 **-Consideration of State Motor Vehicle Registration - MAPP & COMPASS.** Nothing new to report.

44
45 **-Status of Osgood Pond.** Ongoing project.

46 47 48 **6.NEW BUSINESS.**

49
50 **-Request for Emergency Service Communication Plan/Homeland Security II Grant Application Approval.**
51 The Emergency Services Communication Planning Group has requested authorization to submit a grant application
52 for the final phase of the frequency conversion. This application is due October 15, 2004; it was originally due July
53 2005, but was moved up. Chief Douglas indicated this is the second grant opportunity and the Town is trying to
54 have full interoperability and accountability throughout the emergency services. This will allow the radio frequen-
55 cies needed to accomplish that. Town Administrator Chambers indicated the Board needs to pre-approve the equip-
56 ment and there is no match. Vice Chairman Daniels moved to authorize the grant application. Selectman O'Connell
57 seconded. All were in favor.

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

1
2 **-Request for Fire Department Residency Rule Change.** Chief Pauley explained he is trying to attract people who
3 work in the community and live in neighboring communities to become volunteer firefighters. The intention of the
4 change is to allow hiring of more people that are not residents of the Town. The Town may establish a reasonable
5 travel amount, but the Town cannot require people to live in the community. Selectman Pickett suggested eliminat-
6 ing the wording under Chapter 10, item 2 as recommended and let the Chief use his discretion in the hiring. Select-
7 man Pickett moved to remove the suggested wording for Chapter 10, item 2. Vice Chairman Daniels seconded. All
8 were in favor. Chief Pauley indicated if the change will affect any other items in the manual, he will notify Town
9 Administrator Chambers.

10
11 **-Request to Pursue Funding From the Kaley Foundation.** Due to Hillsborough County budget cuts, the Host
12 Homes Program has requested Board of Selectmen permission to request funding from the Kaley Foundation. Se-
13 lectman O'Connell moved to allow this request. Selectman Pickett seconded. All were in favor.

14
15 **-Request for Acceptance of Hillsborough County Grants for Milford Mediation and Host Homes Programs.**
16 The Hillsborough County Grants for Milford Mediation and Host Homes was received for signature to allow up to
17 \$32,000 in grants to the Town of Milford to be used between July 1, 2004 and June 30, 2005. Selectman O'Connell
18 moved to sign the request. Vice Chairman Daniels seconded. All were in favor.

19
20 **-Request to Amend Town of Milford Process RE: Employment Verification/Reference Checks.** The Personnel
21 Committee requested approval by the Board of a revision to the town process of providing personnel information for
22 reference checks. Vice Chairman Daniels moved to accept the change and make it part of the Town of Milford proc-
23 ess. Selectman O'Connell seconded. All were in favor.

24
25 **-Curtis Well Field Discussion.** Based on the test results, it has been recommended by Tom Neforas, Assistant Di-
26 rector of Public Works, that the Town not accept any responsibility for diminishing the private water supply located
27 at 29 Merrimack Road in Amherst. Vice Chairman Daniels moved to authorize Town Administrator Chambers to
28 write a letter to the landowner that the Town will not put in a new well for the 29 Merrimack Road, Amherst resi-
29 dent. Selectman O'Connell seconded. All were in favor.

30
31 **-Request for Partial Release of Securities.** Bill Parker, Director of Planning, requested the partial release of secu-
32 rities in the amount of \$122,711 for the Lee An Drive subdivision. Vice Chairman Daniels moved to approve the
33 partial release of securities in the amount of \$122,711 for the Lee An Drive subdivision. Selectman O'Connell sec-
34 onded. All were in favor.

35
36 **-Request to Collect Current Land Use Change Tax (5).** Vice Chairman Daniels moved to authorize the collection
37 of Current Land Use Change Tax in the amount of \$35,000 with interest. Selectman O'Connell seconded. All were
38 in favor.

39
40 **-Execution of Water and Sewer Users Fees for the Final Bills of September and the Bill Commitment of Octo-**
41 **ber 2004.** The Water User and Sewer User fees for the month of October 2004 and the September 2004 final bills
42 were unanimously approved on motion made by Vice Chairman Daniels and seconded by Selectman O'Connell as
43 follows:

Water Users Fees:	October 2004	\$ 45,258.90
	September 2004 final	1,069.75
Sewer Users Fees:	October 2004	\$ 45,987.07
	September 2004 final	1,846.86

50
51 **-Request to Conduct the Halloween Parade on October 29, 2004.** The Milford Elementary School has requested
52 permission to hold the annual Halloween Parade around the oval on Friday, October 29, 2004 at 1:30 p.m. Select-
53 man Mannino moved to grant permission. Selectman Pickett seconded. All were in favor.

54
55 **-Request for Display on the Oval.** The Milford Middle School Enrichment Program has requested permission to
56 hang decorations around the oval in honor of the Lights on Afterschool! program. The Board felt that the decora-
57 tions should not be allowed for safety reasons, but the sandwich board signs would be allowed. Selectman O'Connell

MINUTES OF BOARD OF SELECTMEN MEETING - 10/11/2004

1 moved to deny the light bulb decorations on the oval but to approval the sandwich board signs as long as it meets the
2 Town requirements. Vice Chairman Daniels seconded. All were in favor.

3
4 **-Petition from Verizon and PSNH for Pole License.** Town Administrator Chambers explained this request for
5 pole license came in prior to the Board meeting regarding the decision on receiving the request for installation before
6 the pole is actually installed. Selectman Mannino moved to grant permission for Verizon and PSNH to install and
7 maintain pole and structures at Faulkner Drive. Vice Chairman Daniels seconded. All were in favor.

8
9 **-Execution of Federal and State Election Warrant.** The State of New Hampshire has requested Town of Milford
10 execution of the warrant that the polls will be open at the Milford Middle School gymnasium on the 2nd day of No-
11 vember 2004 between the hours of 6:00 a.m. and 8:00 p.m. for Federal and State elections. Selectman O'Connell
12 moved to execute. Vice Chairman Daniels seconded. All were in favor.

13 14 15 **7. ITEMS NOT ON THE AGENDA.**

16
17 **-NH Department of Labor Approval of Bi-Weekly Employee Payment.** Town Administrator Chambers indi-
18 cated that employee concerns regarding changing to a bi-weekly pay period would need to be in compliance with the
19 regulations.

20
21 **-Change in Water/Sewer Billing Invoice Date.** A change will be implemented to the monthly water and sewer
22 billing invoice dates in order to have a real number at the end of the year, rather than an estimate. The billing dates
23 will be changed to the last business date of the month following the meter reading date.

24
25 **-Request for Partial Release of Securities.** Bill Parker, Director of Planning, has requested a partial release of
26 securities in the amount of \$228,296.75 for the Patch Hill subdivision. Vice Chairman Daniels moved to approve
27 the partial release of securities in the amount of \$228,296.75 for the Patch Hill subdivision. Selectman O'Connell
28 seconded. All were in favor.

29
30 **-Recreation Director Position.** Town Administrator Chambers explained the panel interview for a Recreation Di-
31 rector position will be held the evening of November 3, 2004. She requested the Board of Selectmen to be able to
32 interview sometime during the day on November 5, 2004. Selectman Pickett and Selectman O'Connell agreed to
33 attend the interview during the morning of November 5.

34 35 36 **8. INFORMATION ITEMS.**

37 38 39 **9. ANNOUNCEMENTS.**

40
41 **-Next BOS Meeting.** The next regular meeting of the Board of Selectmen will be Monday, 25 October 2004, at 5:30
42 p.m.

43
44 There being no further business to come before this Meeting, the Board adjourned at 9:45 p.m.

45
46
47 _____
48 Chairman

49
50 _____
51 Vice Chairman